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TA-53 Standard

Facility Health and Safety Inspections

53 FMS 111-01.01

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1.0 Introduction

Occupational safety and health walk-through inspections help identify workplace hazards so they can be mitigated and abated, thereby reducing the risk of injury and illness to employees. Toward this end, the TA-53 Facility Management ES&H Team (primarily the ESH-5 members) shall assist TA-53 management and personnel in the identification and correction of occupational hazards on site by occupational safety and health inspections.

2.0 Purpose

The purposes of this standard are to (1) define the process for TA-53 facility health and safety inspections conducted by safety and health professionals within the TA-53 Facility Management Team, and (2) establish uniformity in the inspections and the tracking and correction of identified hazards.

3.0 Scope

This procedure describes (1) the process for facility OSHA-type inspections conducted by the TA-53 FM Team, (2) the process for recording and tracking inspection results, and (3) line management responsibilities for corrective action. Experiment reviews, management walkarounds, external/internal appraisals, and Facility Representative walkthroughs are not covered by this document.

4.0 Definitions and terms

Hazard Rating — A qualitative rating generally based on the graded approach guidance of the Laboratory's Conduct of Operations Implementation Plan that serves as a guide for establishing the frequency of inspection for a particular building or area. The nature of operations in the area, records of previous health and safety inspections, and the Health Hazard Assessment (HHA) will also serve as inputs to the hazard rating for a building/area.

Level 1 Hazard — A hazard which poses an imminent danger which could be expected to cause death or serious physical harm immediately, or before the hazard can be mitigated or abated by management after notification is received through normal channels.

Level 2 Hazard — A serious hazard in which there is a substantial probability that an injury or illness resulting from such a hazard could cause death or serious physical harm.

Level 3 Hazard — An other than serious hazard which will probably not cause death or serious physical harm, but would have a direct or immediate relationship to the safety and/or health of the exposed employee.

Level 4 Hazard — A minor condition which has no direct or immediate relationship to the safety or health of the worker, although it is a violation of OSHA standards, LANL requirements or other applicable standards or codes.

Responsible Group — The operating group which owns the equipment where the identified hazard exists, which owns the chemical or compound which creates the hazard, or which otherwise assumes responsibility through contract agreements or other documents.

5.0 Responsibilities

Who?	Responsibility
TA-53 Facility Management ES&H Team	<ul style="list-style-type: none"> • establish hazard ratings for buildings/areas • conduct facility inspections per an established schedule • make hazard ratings and inspection schedules available for review by affected line managers • determine the scope and purpose of each inspection • assign ownership of hazards and deficiencies • provide documented notification to the operating group of hazards and compliance deficiencies • provide recommendations for correcting deficiencies where appropriate • work with the operating group to immediately mitigate or abate Level 1 "imminent danger" hazards; implement "stop work" procedure if required • maintain records of deficiencies and corrective actions
Line manager	<ul style="list-style-type: none"> • implement corrective actions on a schedule appropriate to the identified hazard level
TA-53 ES&H Team Leader	<ul style="list-style-type: none"> • review hazard ratings and schedules of inspections • assign specific duties and tasks to TA-53 FM ES&H Team members as needed • implement corrective actions for hazards and deficiencies assigned to the Facility Management group

6.0 Precautions and Limitations

During an inspection, the TA-53 ES&H Team shall follow all applicable health and safety requirements for the area which is being inspected. This includes, but is not limited to, training, personal protective equipment, dosimetry, and requirements of safety procedures.

7.0 Standard Requirements

7.1 General

Note: The TA-53 ES&H Team Leader may assign duties to specific individuals as appropriate.

7.1.1 The TA-53 ES&H Team shall assign hazard ratings to TA-53 buildings or areas of buildings. The ratings shall be reviewed annually by the TA-53 ES&H Team Leader and shall be made available for review and input by the affected TA-53 line managers.

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7.1.2 TA-53 ES&H Team shall conduct facility inspections per a documented schedule established at least annually. The schedule shall be reviewed by the TA-53 ES&H Team Leader and shall be made available for review and input by the affected TA-53 line managers.

7.1.3 The frequency of inspection for a given building or area should be based upon the hazard rating. High hazard areas should be inspected at least twice/year, moderate hazard areas should be inspected at least once/year and low hazard areas should be inspected once/two years.

7.2 Determine purpose and scope.

The TA-53 ES&H Team determines the purpose and scope of the inspection. Types of inspections include:

- comprehensive health and safety inspection, per the annual schedule;
- special emphasis, such as machine shops, forklifts, or electrical safety;
- determine compliance with specific standards (e.g., lockout/tagout);
- fire protection;
- evaluation of effectiveness of engineering controls;
- pre-operational or pre-occupancy;
- a combination of the above.

7.3 Notify.

Notify affected operating groups of routine inspections as far in advance as practicable. Request that they provide a representative to accompany the inspection team. Whenever possible, facility inspections will be arranged to coincide with group-scheduled inspections.

7.4 Preparation.

Prior to the inspection, obtain and review pertinent information which may assist in performing the inspection. Examples include:

- a copy of previous inspections, HHA's, etc.;
- applicable SOPs and SWPs;
- chemical inventories and toxicological information;
- Existing engineering controls;
- accident reports;
- operational reviews;
- operation training requirements (e.g., forklifts, cranes, lasers);

7.5 Conduct the inspection.

7.5.1 Evaluate compliance with OSHA standards, LANL requirements or other applicable standards or codes. Items to be evaluated may include, but are not limited to:

- machine guarding
- walking/working surfaces

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- electrical hazards
- materials handling
- laser safety
- compressed gases/liquids
- cryogenic materials
- pressure systems
- confined spaces
- HAZCOM or Chemical Hygiene Plan requirements
- carcinogen control requirements
- personal protective equipment
- engineering controls
- explosive or pyrophoric materials
- fire and life safety
- means of egress
- ergonomic hazards
- noise exposure
- damaged and friable asbestos containing material
- illumination of work areas
- use of potable/nonpotable water systems
- eating/drinking areas
- signs, labels and tags
- emergency equipment and procedures

7.5.2 Deficiencies and recommendations should be relayed verbally to affected parties during the inspection so that corrective action(s) may be implemented on the spot where practical.

7.5.3 Immediately dangerous or unsafe conditions shall be addressed immediately, preferably by the responsible organization. FM ES&H team members have the authority to stop work and/or implement immediate measures to mitigate hazards. Stop work actions shall be reported as soon as possible to the affected line manager and the Facility Manager, and restarted as called for in LP 116-01.

7.6 Reporting and tracking.

7.6.1 Inspection results are advisory to management. The FM ES&H Team shall submit a written report of compliance deficiencies and hazards identified during an inspection to the appropriate line manager(s) and the TA-53 Facility Manager. Reports should be submitted within two weeks of the inspection. Reports shall include:

- The scope and purpose of the inspection.
- The deficiencies identified during the inspection.
- A detailed location of each deficiency.
- The standard or requirement which the deficiency violates
- The group responsible for correcting the deficiency
- Where appropriate, recommendations on how to correct deficiencies.

7.6.2 The FM ES&H Team shall request semiannual updates on the status of deficiency corrections. In addition, subsequent inspections will serve as a follow-up on evaluating the implemented corrections.

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7.6.3 The FM ES&H Team shall enter deficiencies and corrective actions into a database for tracking purposes.

7.7 Prioritizing corrective actions. Using a graded approach:

- level 1 hazards shall be corrected immediately;
- level 2 hazards shall be corrected as soon as possible after notification is received;
- level 3 hazards shall be corrected as soon as practicable after the higher level hazards are corrected;
- level 4 hazards do not require immediate corrective action, but will be tracked and should be corrected as time and funding permit.

8.0 Required Records

8.1 A copy of the written reports from the inspections will be filed and kept at the TA-53 Facility Management Group office. Additionally, a copy will be filed in the Workcard database maintained by ESH-5.

8.2 Inspection records shall be maintained in accordance with LANL and DOE requirements.

9.0 References

OSHA Field Operations Manual, U.S. Dept. of Labor, Occupational Health and Safety Administration, 2nd Edition, September, 1988.

ESH-5 Field Operations Manual, "Inspection Procedures"

PRD 102-02, Conduct of Operations Program

LANL Conduct of Operations Implementation Plan (revised), May 1994

LP 116-01, Stop Work and Restart

10.0 Attachments

Inspection form

Fire inspection checklist